



*Announces the Recruitment for*

## DEPUTY DIRECTOR, PLANNING AND ZONING

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*A nationwide search is underway to attract highly qualified candidates with municipal experience combined with outstanding leadership skills and a strategic approach to public planning and zoning.*

### THE COMMUNITY

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The City of Fort Lauderdale is a dynamic and fast growing city in Southeast Florida with 169,000 year-round residents. The population increases dramatically during the winter and spring when the winter residents and three million tourists come to Fort Lauderdale to enjoy the weather, the beach, and an array of attractions and amenities the city has to offer.

Known as the "Venice of America," Fort Lauderdale is located in an oceanfront setting on Florida's southeast coast and is the largest municipality in highly urbanized Broward County (1.4 million population). Fort Lauderdale is the governmental and business hub of the County, as evidenced by the numerous Federal, State, County and commercial high-rise buildings in the downtown area.

### THE ORGANIZATION

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Fort Lauderdale functions with a City Manager as the administrative officer and a City Commission comprised of a Mayor and four Commissioners. The City Manager is responsible for the operation of all City Departments and is appointed by the City Commission and serves as administrative head of City government. In addition to the Manager's duties of providing leadership, direction and guidance to the City Departments, the Manager performs several important functions, including the preparation of the City's annual operating budget, and lobbying the State Legislature for favorable consideration of City funding and legislative requests.

The current City Manager of Fort Lauderdale is Mr. George Gretsas, appointed to office in 2004. The City has two Assistant

City Managers who oversee the operating departments. The Assistant City Managers are Mr. Stephen Scott and Ms. Kathleen Gunn.

The City Budget is over \$400 million with 2,566 full-time equivalents for fiscal year 2004/05. In addition to the City Commission and the City Attorney, City Manager and City Clerk, the City is comprised of the various departments as seen on the organization chart.

### THE DEPARTMENT OF PLANNING AND ZONING

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The Department of Planning and Zoning is a newly re-organized unit of the City of Fort Lauderdale. The Department of Planning and Zoning falls under the direction of the Building Services Cen-



ter which provides services for building-related activities, including Planning and Zoning, Community Inspections, Engineering Permitting, Fire Plan Review, Landscaping, Occupational Licenses, Public Records and Building Services.

There are a total of 57.5 employees in the recently reorganized Department of Planning and Zoning. The Department's organization chart can be found on Ralph Andersen & Associates' website ([www.ralphandersen.com](http://www.ralphandersen.com)) on the *Career Opportunities* page.



- Receive requests for information of a technical and historical nature, and provide replies concerning records and operations, board actions, court actions, and other departmental activities.
- Serve as technical advisor and liaison to other city departments on planning, zoning and community development matters.

## THE POSITION OF DEPUTY DIRECTOR

This position provides an opportunity to solve unique planning and development challenges as a part of a team that shapes the future development of this vibrant city known as "The Venice of America". The Deputy Director reports to the Director and assists on key aspects of the management and leadership of the Department. The Deputy coordinates departmental work through a group of managerial, professional, technical and clerical staff. Responsibilities may also include the management of the zoning staff and activities as the zoning administrator.

Key responsibilities of the Deputy Director, Planning and Zoning include:

- Oversee all administrative aspects of the Department including management of staff for interpretation and application of all policies and regulations;
- Assume responsibilities for the Director on routine matters including representing the Director at conferences and meetings in the Director's absence.
- Direct various planning, zoning and community development programs and special projects; act as technical advisor to employees in solving difficult assignments, and in reviewing the objectives, feasibility and findings of their work.
- Perform statistical analysis of departmental records to determine and enhance department efficiency.



- Evaluate and improve operations including decrease turn-around time, streamline work processes, and enhance customer service.
- Interact with the building and development community to assist developers, contractors and the public on matters pertaining to planning, zoning and community development.
- Ensure that staff support is provided to the City Commission, Planning and Zoning Board, Historic Preservation Board, Development Review Committee, Board of Adjustment, and the Administrative Review Committee; and assist in the coordination of board activities.
- Represent the Department at civic and neighborhood association meetings.
- Receive and resolve complaints from citizens, contractors, architects, attorneys and coordinate resolution, completion and satisfactory follow-up.

## DESIRED EXPERIENCE AND CHARACTERISTICS

The ideal candidate for the Deputy Director, Planning and Zoning position will be a knowledgeable and high-energy professional that thrives in a fast-paced and vibrant environment. Top candidates will recognize the vast benefits and opportunities derived from working in a community dealing with an array of robust activities ranging from residential to commercial/industrial to ocean-front development. Candidate must have a commitment to lead and manage in a demanding environment that is eager to incorporate improved ser-



vices and embrace best practices to streamline processes and improve efficiencies.

Providing oversight in a complex department in this type of rapidly changing environment takes an experienced professional with exceptional leadership and management skills. A recent track record in a similar type community with planning, development and redevelopment will serve the new Deputy Director well in this broad, multi-faceted position. Importantly, the Deputy Director must have a genuine concern for preserving the quality of life presently offered to residents of Fort Lauderdale and possess the ability to exert a positive influence to guide the growth and development.

Additionally, the Deputy Director, Planning and Zoning must be recognized as having the ability to provide the Department with the following:

#### Exceptional leadership skills

- Display outstanding character, integrity and professionalism;
- Ability to build consensus and provide a positive example;
- Ability to embrace and effectively implement new ideas, and a genuine interest in the community and the broad range of issues facing the City of Fort Lauderdale;
- Consistently communicate and implement the City's mission;
- The capacity to lead, promote and articulate the Department's commitment to expansion of customer service; and
- The ability to maintain and foster relationships in the development and business communities.

#### Outstanding managerial skills

- Extensive knowledge of current trends and issues that affect and influence all aspects of design, planning, development and redevelopment;
- Creative problem-solving capabilities, with the ability to analyze and resolve complex and sensitive issues, problems and situations; and



and the ability to clearly explain complex issues to a wide variety of constituents;

- Proactive at providing information to all levels of the organization, elected and appointed officials and the community; and
- Open, honest and forthright in all communications.

In summary, the new Deputy Director must have achieved a notable level of success in the area of urban planning and community development and be able to excel in a top-rate organization that has a high regard for professional planning to improve and enhance a community.

## THE COMPENSATION

The salary range for the Deputy Director, Planning and Zoning is \$73,444 to \$111,696 annually plus liberal fringe benefits with no state or local income tax. Starting salary is negotiable depending on qualifications. The City of Fort Lauderdale offers a superior fringe benefits package which includes defined benefit pension or defined contribution plan, 25 vacation days, 9 paid holidays annually and an auto allowance of \$4,680 per year.



## CITY REQUIREMENTS OF POSITION

The position of Deputy Director, Planning and Zoning is an at-will position (Management Category II) and does not fall under the City's Civil Service system.





This position does not require the Deputy Director to live within the city limits.

The City of Fort Lauderdale may provide relocation assistance.

## EDUCATION AND EXPERIENCE

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**Education** - This position requires graduation from an accredited college or university with a Bachelor's degree in urban and regional planning, business administration, public administration, architecture or other appropriate field.

**Experience** - Candidates should have at least six (6) years of progressively responsible experience in urban planning and zoning, with at least three (3) years of supervisory experience. Experience with Community Development Block Grants (CDBG) is preferred.

**Certification** - Certification by the American Institute of Certified Planners (AICP) is preferred.

## TO APPLY

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Interested candidates are encouraged to apply on line at [www.ralphandersen.com](http://www.ralphandersen.com) using the Resume Submittal™ feature or submit their information (cover letter, resume and five work-related references) to [apply@ralphandersen.com](mailto:apply@ralphandersen.com).

Candidates are strongly encouraged to apply early in the recruitment process. This recruitment process is considered open until the position is filled. Applications will be accepted continuously



until a sufficient number of qualified applicants are received. Candidates are asked to submit prior to Monday, January 16, 2006.

Only the most highly qualified candidates will be invited to compete in the selection process. After the initial paper screening of resumes, Ralph Andersen & Associates will forward all resumes to the City of Fort Lauderdale. A select number of candidates may be asked to submit written responses for further consideration during the next phase of the selection process. Those candidates invited to compete further will participate in an on-site finalist interview process (date to be determined). Ideally, the Deputy Director, Planning and Zoning will join the City of Fort Lauderdale in February or early March 2006.

Confidential inquiries welcomed and encouraged. Questions should be directed to Heather Renschler at (916) 630-4900 extension 18 or send contact directly to her e-mail at [heather@ralphandersen.com](mailto:heather@ralphandersen.com).

Candidates should be aware that this recruitment process is governed by the Florida Public Records Law. As a result, Ralph Andersen & Associates and the City of Fort Lauderdale are unable to assure confidentiality of applications during latter stages of the search process.

For more information about the City of Fort Lauderdale, visit their website at [www.ci.fort-lauderdale.fl.us](http://www.ci.fort-lauderdale.fl.us). To take a digital pictorial tour of the City of Fort Lauderdale, Florida, visit <http://www.ci.fort-lauderdale.fl.us/aboutftlaud/pictour/page01.htm>.

*The City of Fort Lauderdale is an  
Equal Opportunity Employer.*

